

Parks Board Meeting Minutes
Wednesday May 4, 2016

Board Present: Marshall Cammack, Emily Hirschman, Kathleen Hoyle, Jon Peer, Roger Smith, Charles Thomas, Susan Atkinson, Tim Earl, Jan Whitcomb
Kendall Klingelsmith - Director of Parks, Recreation, and Senior Center Services
Rod Russell - Director of Public Services
Board Absent - Excused: Susan Atkinson
Board Absent: Molly Ryan, Student Member
Guests: N/A

The meeting was called to order by Chairperson Kathleen Hoyle at 6:35 p.m. in Public Services Building.

Minutes from April's meeting were distributed and reviewed. Mr. Peer motioned for approval of minutes, seconded by Mr. Smith. Motion approved.

New Business:

1) Department Update: Estimated over 1200 people at first Farmer's Market of the year this past Sunday. Very happy with turn out and support from community. Most advertising was through Facebook and a small press release. The Farmer's Market will be every Sunday from now until October. Possibility of indoor market during the winter if the need is there.

Planning meeting for Hike to a Concert is being held tomorrow. Blake Whyte is going to be the musician again this year. Looking for business sponsorships for this event.

Rental facility at Ramona continues to be coming along well. There will be more of a patio feel on the south side of the building.

Interpretive Center project is making headway. Looking to make it in to more of a place for people to meet. More of a destination spot. Possibility to have food trucks during lunch hours.

May 24th will be the budget approval. Includes proposal to add a full time position.

Starting June 10th at Celery Flats there will be food trucks available between 11am and 2pm. Details are being worked out at this time.

2) Recycled Art in the Park 2016: Report from Ms. Atkinson was reviewed. Ms. Hoyle has paid for the flowers. Judging forms and reminders for judges to be sent out by Ms. Hoyle. Ms. Hoyle to have flowers delivered Friday 8:30am - Marshall, Roger, Tim, and Kathleen to be there for set up at 8:30am. No one needs to come Friday night for set up. Stuart Manor, barn, and the grain elevator will need to be open Friday am. Mr. Russell will ensure that they mow Celery Flats earlier that morning. Requesting 12 sandbags for set up on Saturday morning.

Charles and Jon will be there Saturday morning for set up.

Roger will not be present Saturday.

Ms. Hoyle to send press release to Mr. Klingelsmith tomorrow.

Pictures and voting will be the same as last year. Public voting ends Friday at 5pm.

Tear down, Sunday the 15th at 7am. Susan, Roger, Jon, and Emily will be there.

Mr. Earl to get list of artists for website from Ms. Atkinson.

3) Celery Flats Music Fest 2016:

Planning meeting is scheduled for May 9th. Will look into food options this year.

4) Green-A-Thon: Mr. Thomas and Mr. Smith gave report. Unable to locate items for booth in Stuart Manor for first shift. No donations were made during the event but the booth did get some attention. Table was ready this time and felt that the event has grown. In the future, notes it may be helpful to have something to hand out.

5) Picnic in the Parks:

Mr. Cammack and Mr. Earl reported. Waiting to ask for donations closer to the events. To discuss postcard protocol with Mr. Klingelsmith. Plan to send out postcards 2 weeks prior to event. List of needs to be emailed to Mr. Klingelsmith so that he can ask for donations as able from community businesses. Email to board members regarding event details and what is needed from the board members for the event to be sent out prior to the next meeting. June 22nd and July 20th from 6-8pm are planned event dates.

6) Glen Miller Band:

Event planned for 6:30-8:30pm on July 5th. Mr. Klingelsmith to continue to update.

7) Friends Group Update:

a. Newsletter: Ms. Hirschman sent physical activity segment to board members for review. Ms. Whitcomb continue to reach out to Ramona Friends of the Park. Mr. Peer and Mr. Thomas to get together and put together park “scavenger hunt.” Prize will be a Ramona Park pass. Ideas brought up to interview children about their favorite parks, provide program overviews, “Meet the Ranger” segments, highlight Ramona rental center or changes in park trails, etc. Mr. Thomas plans to have first newsletter ready for launch at Lexington Park Picnic Event in June.

b. Coordinator Reports: Ms. Hoyle to send to Mr. Klingelsmith for next meeting.

Mr. Peer working on welcome letter for Friends of the Park with cut-out membership cards at the bottom.

c: Facebook update: Mr. Peer sent update to board members. Continues with around 225 members/likes.

d. **Calendar of Events:** Updated per Ms. Hoyle. Fishing Fair on May 21st to be manned by Mr. Peer and Mr. Thomas. Plan to pick up gummy worms for booth giveaways. Plan to meet at 9am to set up booth and easy up.

Rod's Report: New playscape structures are near completion. Bathrooms at facilities are now opened. Tennis courts are under construction on Oakland Dr., hoping to have pickle ball option painted on the tennis courts. Waiting on permit to straighten trail in Celery Flats, trees have been removed. Working on Haverhill maintenance that was brought to concern by a local resident. Glass on Interpretive Center to be removed soon for future replacing of the building. Notes parks are being used well. Looking at split row fences around the parks, determining need and ability to remove as able once out of date. All of the fiber has been placed at Celery Flats, wireless now available. May 14th from 9-2pm is recycled paint event at DPS. Notes electronics recycling event went well, about 510 cars, 2 lanes of traffic, very busy.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

- Mr. Klingelsmith notes that all articles for the *Portager* are due by the 15th of the previous month.
- Mr. Earl reminds everyone to save the dates for the two park picnics, will need volunteers!
- Mr. Klingelsmith notes there is option for park board booth at future Farmer's Markets if wanted.
- Ms. Hirschman reviewed Get Active Portage exhibitor form. Board members to send any comments and then to be sent to local businesses during the month of May.
- Mr. Peer questioned printing abilities from the city. To discuss further with Mr. Klingelsmith.
- City would like to see more events created for 45+ age group.

Adjournment: Motion was made by Mr. Peer, seconded by Ms. Whitcomb. Motion approved, meeting adjourned at 7:55pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary